

DOCUMENT SYSTEMS GROUP  
\*

briefly  
explain  
CHIVE

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Should OCR adopt CHIVE or not? Amid survey after survey and a complete atmosphere of indecision and doubt as to which way OCR should go because of budget cuts on the one hand and the coming age of the computer on the other, the D/CR [ ] finally opted for an intermediate reorganization of the Office. On <sup>26</sup> September 1966 he formed three new divisions, constituted from all existing elements of the ~~old MD, SR, and~~ Machine Division (MD), <sup>(DD)</sup> and Document Divisions<sup>(SR)</sup>, the Special Register, and part of the CIA Library.

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The new ~~div~~ divisions were Dissemination and Files (DFD--Chief, [ ] Indexing and Services (ISD-- [ ] , and Machine Support (MSD--Chief, [ ] he three divisions were to function as a Document Systems Group (DSG), under the management of [ ] formerly OCR Executive, as Group Chief. This regrouping of functional elements had, as its overall objectives, improved management and operational efficiency, greater flexibility in personnel utilization, and acceleration toward the all-source document and information servicing goals of OCR, as expressed in CHIVE.

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\* OCR had been working with the Office of Computer Services (OCS) since FY 1964 on the development of a comprehensive plan for a computer-based central reference capability known as CHIVE.

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Specific objectives included the following:

1. Savings by more flexible machine utilization that should be achieved by combining the separate machine support functions.
2. Improved efficiency and more expeditious handling of documents by combining, under a single management, document handling activities then found in four divisions.
3. A start in the direction of an all-source document reference service, combining the best professional services of the CIA Library and SR as a single contact point for all customer contacts.
4. Placing <sup>ement of</sup> ~~ing~~ all indexing activities under a single management that would allow greater flexibility of personnel utilization and would create an operational environment in which pre-CHIVE collateral or all-source header indexing could be achieved.

In summary, the following functional realignments took place in the formation of <sup>DSG:</sup> ~~the new Group:~~

1. Indexing activities of SR and DD came under a single management in ~~the new~~ ISD.
2. The SR Special Section, CIA Library Interagency Services <sup>(IAS)</sup> and Search Units, the Chief of the SR Library, and the Intelligence Publications Index (IPI) Section of DD were consolidated in a Customer Service Branch <sup>(CSB)</sup> of ~~the new~~ ISD. This branch subsequently handled all processing of finished ~~Intelligence~~ <sup>SECRET</sup> title and header

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~~indexing~~, interagency service requests, and  
~~professional document servicing~~.

3. The Chief of the CIA Library C/circulation Branch was moved over to the new DFD to head a ~~new Files Branch~~ Branch in that Division. This branch incorporated the Microfilming Unit of ~~the~~ MD and the document files units of the CIA Library and SR. All existing Library and SR document files were under the control of this branch.

4. <sup>EAM</sup>~~Machine~~ activities of SR and MD were collocated in ~~the new~~ MSD. Initially, all key punch operations were consolidated in one section in this new division.

5. The Foreign Installations Branch of SR was redesignated a division and <sup>1</sup>placed directly under the Office of the D/CR.

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Document Division (DD) were placed for the first time under a  
 a former Branch Chief in SR,  
 single management. [ ] became Chief of the Codeword  
 a former Branch Chief in DD, became Chief  
 Branch with 29 people and [ ] of the Collateral Branch with  
 25 people. [ ] formerly with the Library and more recently  
 (CSB)  
 with SR, headed the Customer Service Branch of 25 people; this  
 Branch included the former SR Special Section, the CIA Library  
 Inter-Agency Services (IAS) and Search Units, and the Intelligence  
Publications Index (IPI) of DD. CSB handled all processing of finished  
 intelligence, title and header indexing, interagency service  
 requests and the professional documentation aspects of Top Secret  
 Control. [TS document logging, filing and physical retrieval were  
 not considered professional aspects and were therefore placed in  
 DFD.]

It was not possible for all three Branches to be physically  
 co-located. The Collateral Branch (~~Intelligence~~) remained where  
 it had been in DD on the ground floor. <sup>of Headquarters</sup> The IPI Staff finally  
 joined the rest of the Title Indexing Section on the second  
 floor in April 1967. The collateral aspects of the Search  
 Section of CSB remained where it had been as part of the former  
 Circulation Branch of the Library.

Immediately after the reorganization, <sup>the Chief of</sup> ~~the~~ ISD briefed  
 senior personnel of MSD and DFD on operations and programs <sup>that</sup> [which]  
 these [new] divisions had inherited from [the former] SR. This  
 briefing was followed by briefings on ISD operations newly  
 acquired from the Library and [the former] DD. Management and administra-  
 tive control for search and interagency services passed to ISD

control on 28 November, and a rotational training program was put

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